

Step-by-Step Guide for coaches (revised 8/25/2025)

<https://ut.registerplay.com>

Coach/Manager – Creating a Team

1. Log in/create an account at www.ut.registerplay.com
2. Coach needs to create a profile by clicking on the “register” tab and completing all required fields.
3. Go to the Teams page and click Create a Team. (FYI The person creating the team will be registering themselves with USA Softball and will have to pay the \$30 after completing team info – see step 7).
4. Sport:
 - a. Select Girls Fastpitch
5. In **Season** drop-down:
 - a. Select 2026 Sanction.
6. In **Class** drop-down, select the appropriate classification
7. USA Association:
 - a. Select Utah
8. County:
 - a. Select appropriate County
9. City:
 - a. Select appropriate City
10. Fill out Team Name information.
11. Select which Sanction Option you want to use.

Individual Sanction/Registration

Select this option to create a team where players and coaches can be individually registered and insured.

Your selection below will determine who is charged \$30 for joining the team.

Team Payment Settings

- a. Self Pay
Players and coaches will be charged \$30 at the time they join the team.
- b. Team Pays for All
Team will pay \$30 at the time players and coaches join the team.
- c. Team Pays for Coaches
Team will pay \$30 at the time coaches join the team.
- d. Team Pays for Players
Team will pay \$30 at the time players join the team.



12. Click **Create a Team**.

This will require a payment which is for the coach's registration fee (\$30).

Coach/Manager – Building a Roster

Invite a new player:

1. Go to Teams > My Teams.
2. Click the roster button for your team.
3. Click Invite Players.
4. Enter the player's first and last name, plus email.
5. Click Send Invite.

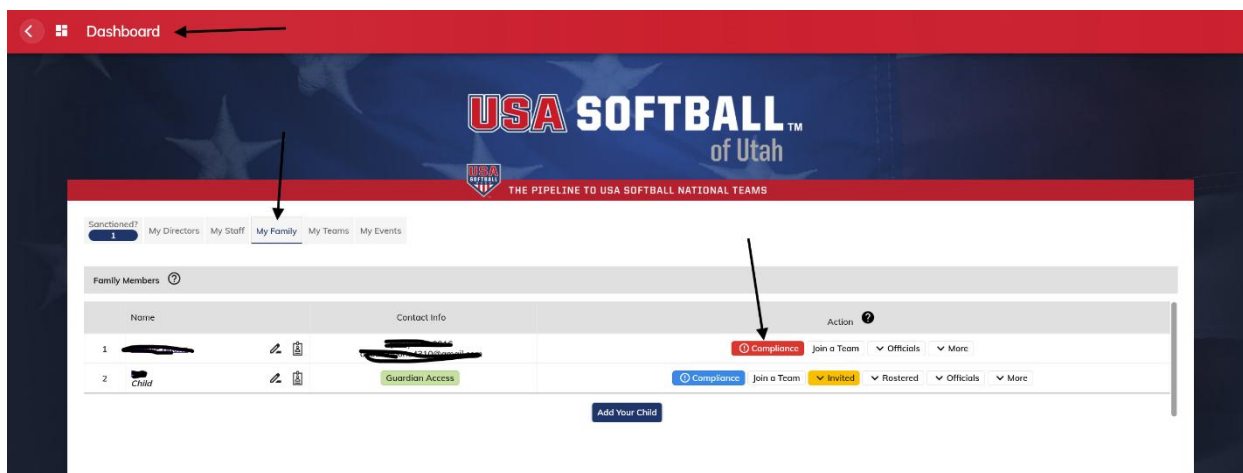
Using the roster password:

1. The players' parents will need to create their own profile and then add their child as part of their family before you can add the player to your roster. See separate document for parents to register their child.
2. Go to Dashboard > My Teams.
3. Find the roster password button (Roster PSW) and share your password with your parents/players.

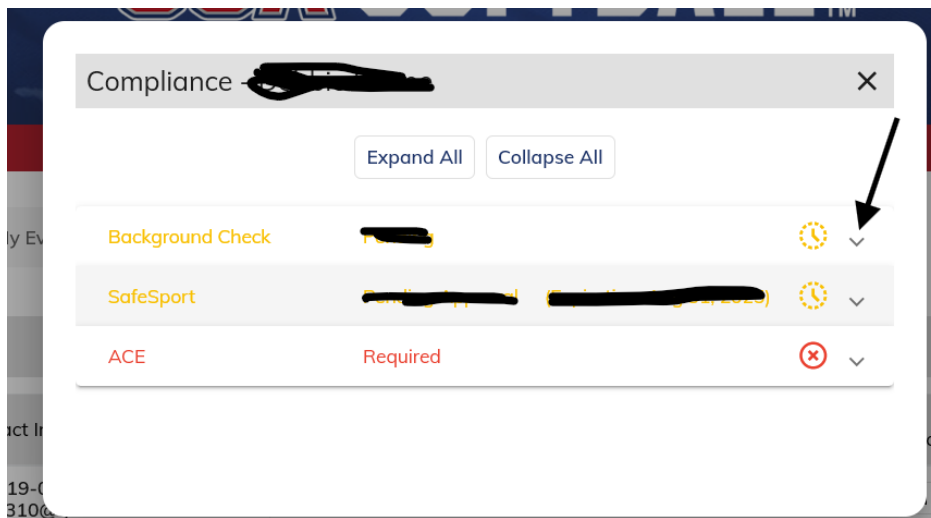
Step-by-Step Guide for Coach's Compliance – Background Check and SafeSport

Start Background Check

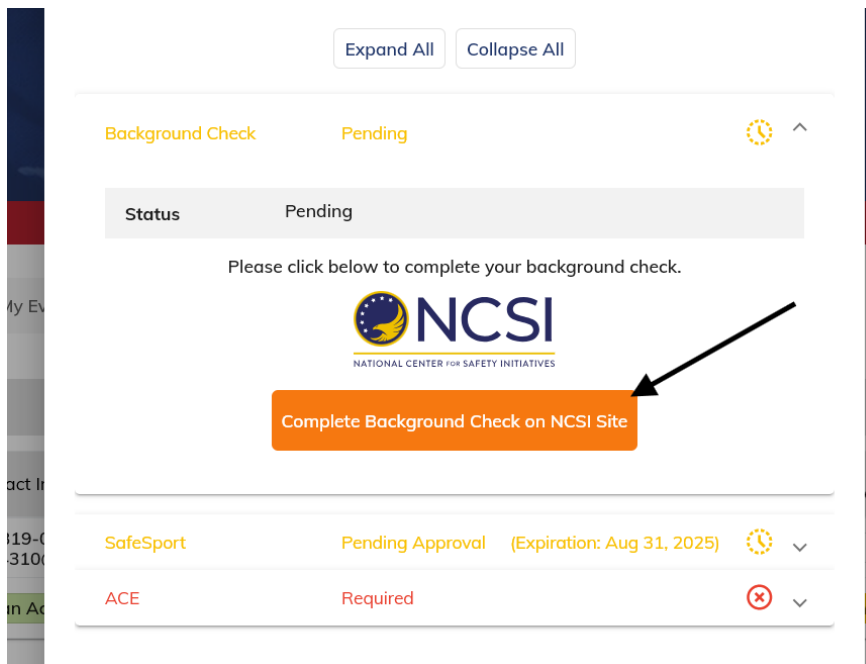
1. Go to Dashboard > My Family.



2. Open the Compliance Button (see above)
3. Click the down arrow to access background check

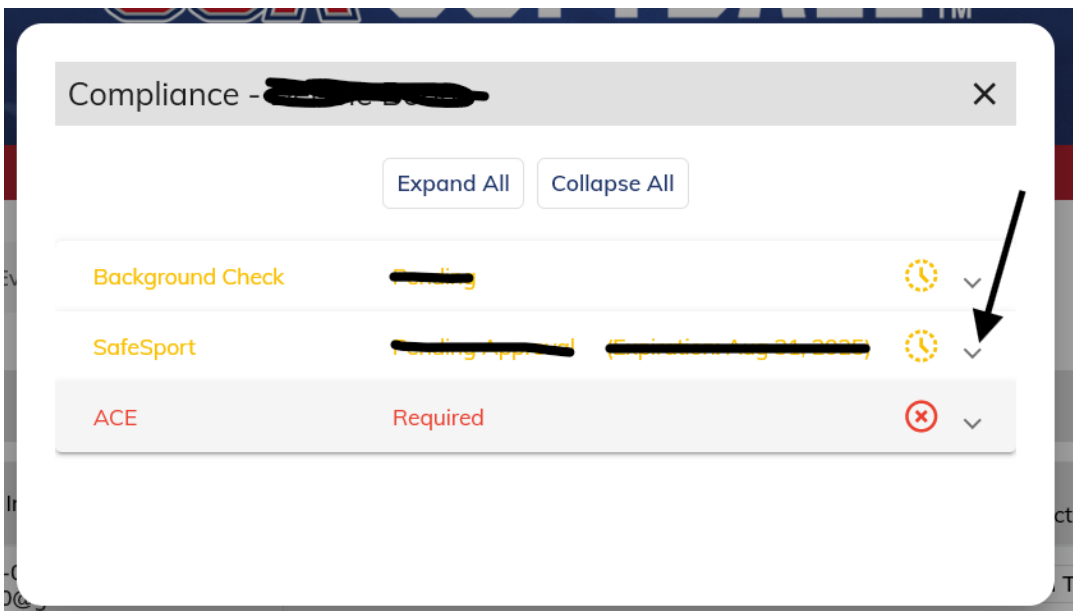


- Click "Complete Background check on NCSI Site" and fill out form. Payment will be required (\$24.50).

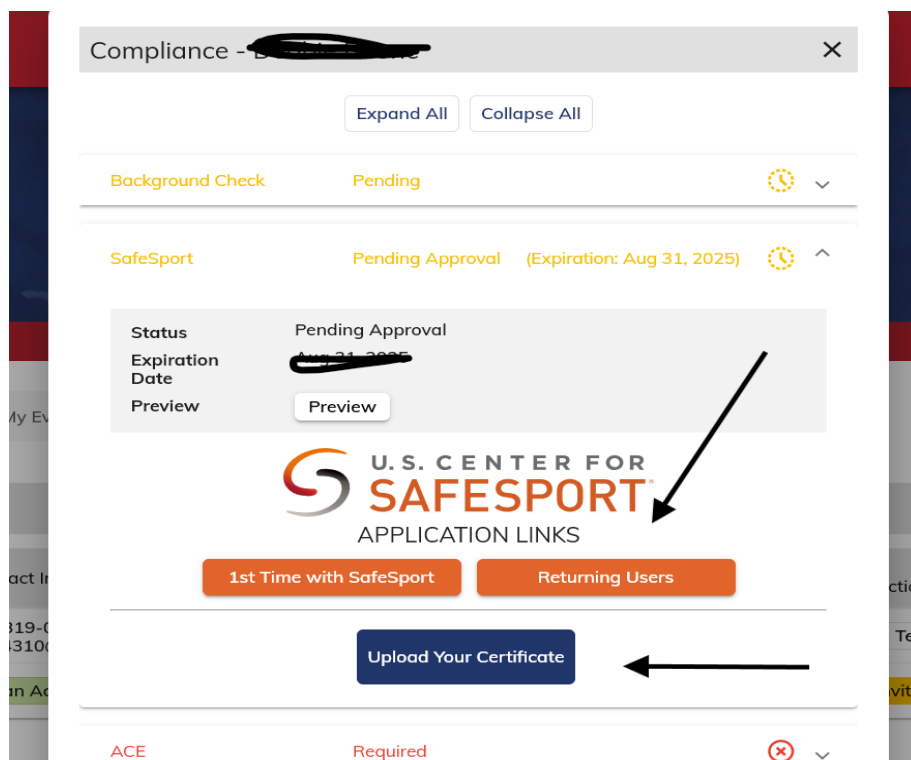


Start SafeSport

- Go to Dashboard > My Family.
- Open the Compliance Button
- Click the down arrow to access SafeSport



- Click whichever option applies - “1st time with SafeSport” or “Returning User”. You will be directed to the SafeSport site where you can log in and complete the SafeSport course. When you’ve completed the course, save a copy of your certificate so you can upload it to your profile in RegisterPlay.



- Once you’ve completed the SafeSport course, Click the “Upload Your Certificate” button so you can upload your certificate on your RegisterPlay profile (see above)